

Early Stage One Kindergarten Computer Studies Scope and Sequence Semester 2

Outcomes	Computer Skills	Programs
<i>N.B. Please note that students in ES1 do not commence Computer lessons until Semester 2</i>		
<p><i>Handwriting and Computer Technology</i> WES1.12 Produces most lower-case and upper-case letters and uses computer technology to begin to construct texts.</p> <p><i>Using Technology</i> UTES1.9 Identifies and uses a limited range of equipment, computer-based technology, materials and other resources when undertaking exploration and production.</p>	<p>Identify the following:</p> <ul style="list-style-type: none"> • Keyboard • Mouse • Monitor/screen • Printer <p>Log on:</p> <ul style="list-style-type: none"> • Type in username • Type in password <p>Mouse:</p> <ul style="list-style-type: none"> • Single click mouse • Double click mouse • Move mouse • Understand and use term 'cursor' <p>Keyboard:</p> <ul style="list-style-type: none"> • Identify capital letters on keyboard • Identify 'Enter' key • Identify 'Space Bar' • Identify 'Backspace' • Identify 'delete' <p>Other:</p> <ul style="list-style-type: none"> • Turn on and off monitor • Turn on and off computer • Can discuss in simple terms, ways of caring for a computer <p>Internet Skills: Students do not use internet in Kindergarten.</p>	<p>Microsoft Paint is a program used for creating and modifying pictures. It provides several shapes and colours that you can use to draw and edit images.</p> <ul style="list-style-type: none"> • Draw a simple image • Change the colours of that image • Add simple sentence <p>Microsoft Word is a program used for creating word documents.</p> <ul style="list-style-type: none"> • Type the alphabet • Type numbers 1-50 • Change the style of font • Change the colour of the font. • Introduce how to save a document. • Introduce how to print a document.
		<p>2 Create a Story is a child friendly program that lets children combine words, pictures, sounds and animation in a storybook format to support Literacy and ICT. Help videos included.</p> <ul style="list-style-type: none"> • Create simple story with text • Explore how to make a new page • Explore how to edit pictures • Save document to file • Print document

**Stage One
Year 1
Computer Studies Scope and Sequence
Semester 1 & 2**

Outcomes	Computer Skills	Programs
<p><i>Handwriting and Computer Technology</i> WS1.12 Produces texts using letters of consistent size and slope in NSW Foundation Style and using computer technology.</p> <p><i>Using Technology</i> UTS1.9 Selects and uses a range of equipment, computer-based technology, materials and other resources to undertake an investigation or design task.</p>	<p>Students in Year 1 will add to the skills taught in the previous year.</p> <p>Identify the Following:</p> <ul style="list-style-type: none"> • CD- Rom • Microphone <p>Log on:</p> <ul style="list-style-type: none"> • Log on confidently without teacher assistance. <p>Applications:</p> <ul style="list-style-type: none"> • Open applications confidently without teacher assistance. <p>Terminology:</p> <ul style="list-style-type: none"> • Be introduced to the term 'software' and 'hardware'. • Understand and use: <ul style="list-style-type: none"> ○ Start menu ○ Files ○ Open/close ○ Clip art ○ Word art ○ Undo/redo <p>Internet Skills:</p> <ul style="list-style-type: none"> • Students do not use internet in Year 1. 	<p>Dance Mat Program is a free programme that has been created by the BBC. It teaches children the basics of typing and finger placement on the keyboard.</p> <ul style="list-style-type: none"> • Aim: to type 5-10 words a minute.
		<p>Microsoft Word is a program used for creating word documents.</p> <ul style="list-style-type: none"> • Type a series of connected sentences. • Modify the font/size and placement • Use 'Word Art' to enhance work • Use 'Clip Art' to enhance work. • Add 'bullets' to a list • Print and save work with increasing independence.
		<p>2 Create a Story is a child friendly program that lets children combine words, pictures, sounds and animation in a storybook format to support Literacy and ICT. Help videos included.</p> <ul style="list-style-type: none"> • Create more complex story and add animation and sound effects. • Record story using a microphone. • Save and share story
		<p>2Publish+ brings you a whole host of new exciting publishing opportunities such as leaflets, posters, certificates, comic strips, coins, money, stamps, postcards and picture tables.</p> <ul style="list-style-type: none"> • Create a simple postcard/recount • Make a card • Design a poster

Stage One
Year 2
Computer Studies Scope and Sequence
Semester 1 & 2

Outcomes	Computer Skills	Programs
<p><i>Handwriting and Computer Technology</i> WS1.12 Produces texts using letters of consistent size and slope in NSW Foundation Style and using computer technology.</p> <p><i>Using Technology</i> UTS1.9 Selects and uses a range of equipment, computer-based technology, materials and other resources to undertake an investigation or design task.</p>	<p>Students in Year 2 will add to the skills taught in previous years.</p> <p>Identify the Following:</p> <ul style="list-style-type: none"> • Hard drive • USB port <p>Log on:</p> <ul style="list-style-type: none"> • Log on confidently without teacher assistance. <p>Applications:</p> <ul style="list-style-type: none"> • Open applications confidently without teacher assistance. <p>Terminology:</p> <ul style="list-style-type: none"> • Understand and use: <ul style="list-style-type: none"> ◦ Thesaurus ◦ Find and replace <p>Internet Skills:</p> <ul style="list-style-type: none"> • Students do not use internet in Year 1. 	<p>Dance Mat Program is a free programme that has been created by the BBC. It teaches children the basics of typing and finger placement on the keyboard.</p> <ul style="list-style-type: none"> • Aim: to type 10-15 words a minute.
		<p>Microsoft Word is a program used for creating word documents.</p> <ul style="list-style-type: none"> • Use the skills learnt in previous years plus the following... • Add a border to a page • Insert a text box • Use the spell check • Add more in depth punctuation
		<p>2 Create a Story is a child friendly program that lets children combine words, pictures, sounds and animation in a storybook format to support Literacy and ICT. Help videos included.</p> <ul style="list-style-type: none"> • Create more complex story and add animation and sound effects. • Record story using a microphone. • Save and share story
		<p>2Publish+ brings you a whole host of new exciting publishing opportunities such as leaflets, posters, certificates, comic strips, coins, money, stamps, postcards and picture tables.</p> <ul style="list-style-type: none"> • Make a certificate for a friend • Experiment with shapes as borders • Create a simple circle/lifecycle chart

**Stage Two
Year 3
Computer Studies Scope and Sequence
Semester 1 & 2**

Outcomes	Computer Skills	Programs
<p><i>Handwriting and Computer Technology</i> WS2.12 Uses joined letters when writing in NSW Foundation Style and demonstrates basic desktop publishing skills on the computer.</p> <p><i>Using Technology</i> UTS2.9 Selects and uses a range of equipment, computer-based technology, materials and other resources with developing skill to enhance investigation and design tasks.</p>	<p>Students in Year 3 will add to the skills taught in previous years.</p> <p>Identify the Following:</p> <ul style="list-style-type: none"> • Hard drive • USB port <p>Applications:</p> <ul style="list-style-type: none"> • Open applications confidently without teacher assistance. • Discuss which programmes could be used for any given task. • Learn how to choose a printer <p>Terminology:</p> <ul style="list-style-type: none"> • Understand and use: <ul style="list-style-type: none"> ○ Page orientation ○ Browser ○ New window ○ Right click options ○ Save as <p>Internet Skills:</p> <ul style="list-style-type: none"> • Open 'Internet Explorer' and access Google • Discuss responsible use of the internet. <p>Email:</p> <ul style="list-style-type: none"> • Discuss appropriate and inappropriate ways to communicate with email. • Access is only through shortcut on computer at school. 	<p>Typequick for Students tells a story of Kewala in a compelling and believable environment in which the user can easily lose themselves for the ten hours it takes to learn to touch type.</p> <ul style="list-style-type: none"> • Students are encouraged to use the correct fingering to create fluent typing. • Aim: to type 20-25 words a minute. <p>Microsoft Word is a program used for creating word documents.</p> <p>Students in Year 3 will work at their own pace to master use of 'Microsoft word'. Using the text 'Work Works- Making the Most of Microsoft Word', students will complete step by step guided lessons that encourage students to build on their skills. There are 50 skills in total.</p> <p>An overview of the topics covered is below:</p> <ul style="list-style-type: none"> • Opening a document and using save as • Closing a file and exiting word • Changing font/size/colour • Printing • Bold/italics/underline • Cut, copy and paste • Inserting page breaks, numbers, symbols, files, clipart • Adding borders • Columns • Using shading • Justifying text • Using a thesaurus • Inserting and editing tables <p>2Publish+ Students will continue to use and practice their skills learnt in Year 2.</p>

Stage Two
Year 4
Computer Studies Scope and Sequence
Semester 1 & 2

Outcomes	Computer Skills	Programs
<p><i>Handwriting and Computer Technology</i> WS2.12 Uses joined letters when writing in NSW Foundation Style and demonstrates basic desktop publishing skills on the computer.</p> <p><i>Using Technology</i> UTS2.9 Selects and uses a range of equipment, computer-based technology, materials and other resources with developing skill to enhance investigation and design tasks.</p>	<p>Students in Year 4 will add to the skills taught in previous years.</p> <p>Identify the Following:</p> <ul style="list-style-type: none"> • Hard drive • USB port • USB Stick • Data projector <p>Applications:</p> <ul style="list-style-type: none"> • Open applications confidently without teacher assistance. • Discuss which programmes could be used for any given task. • Learn how to choose a printer <p>Terminology:</p> <ul style="list-style-type: none"> • Understand and use: <ul style="list-style-type: none"> ○ Page orientation ○ Browser ○ New window ○ Right click options ○ Save as <p>Internet Skills:</p> <ul style="list-style-type: none"> • Open 'Internet Explorer' and access Google • Where appropriate, teachers will set up Net Support. • Search for relevant information • Use a bookmark or favourite • Copy and paste text/information • Identify and discuss the differences between relevant and irrelevant information. • Discuss responsible use of the internet. <p>Email:</p> <ul style="list-style-type: none"> • Continue to discuss appropriate ways to use email and that access to this type of communication and that it should be viewed as a gift not a right. • Students continue to only have access to email via short cut. 	<p>Typequick for Students tells a story of Kewala in a compelling and believable environment in which the user can easily lose themselves for the ten hours it takes to learn to touch type.</p> <ul style="list-style-type: none"> • Students are encouraged to use the correct fingering to create fluent typing. • Aim: to type 25-30 words a minute. <p>Microsoft Word is a program used for creating word documents.</p> <ul style="list-style-type: none"> • Students revise skills learnt in Year 3 <p>Microsoft Powerpoint is a programme that is used to create a presentation that is usually viewed on a data projector.</p> <ul style="list-style-type: none"> • Create new document • Create multiple slides • Insert relevant information • Insert animations as appropriate • Rehearse and set timings <p>Microsoft Publisher is a multifaceted programme that enables students to create documents that can be published such as brochures and banners.</p> <ul style="list-style-type: none"> • Create new document • Open template • Modify information • Proof read work and self edit • Recognise that different forms of writing have different formats. <p>Web Quests are a fun way to introduce students to the joys and dangers of the internet. Before every lesson, students should be reminded that the internet is a powerful tool and can be used for good and bad.</p> <ul style="list-style-type: none"> • Search for relevant information • Copy and paste text/information • Identify and discuss the differences between relevant and irrelevant information.

Stage Three
Year 5
Computer Studies Scope and Sequence
Semester 1 & 2

Outcomes	Computer Skills	Programs
<p><i>Handwriting and Computer Technology</i> WS3.12 Produces texts in a fluent and legible style and uses computer technology to present these effectively in a variety of ways.</p> <p><i>Using Technology</i> UTS3.9 Evaluates, selects and uses a range of equipment, computer-based technology, materials and other resources to meet the requirements and constraints of investigation and design tasks.</p>	<p>Students in Year 5 will add to the skills taught in previous years.</p> <p>Identify the Following:</p> <ul style="list-style-type: none"> • USB Stick • Data projector <p>Applications:</p> <ul style="list-style-type: none"> • Discuss which programmes could be used for any given task. • Complete tasks independently <p>Terminology:</p> <ul style="list-style-type: none"> • Understand and use: <ul style="list-style-type: none"> ○ Page orientation ○ Browser ○ New window ○ Right click options ○ Save as <p>Internet Skills:</p> <ul style="list-style-type: none"> • Open 'Internet Explorer' and access appropriate search engines. • Where appropriate, teachers will set up Net Support. • Search for relevant information • Identify and discuss the differences between relevant and irrelevant information. • Discuss responsible use of the internet. <p>Email:</p> <ul style="list-style-type: none"> • Continue to discuss appropriate ways to use email and that access to this type of communication and that it should be viewed as a gift not a right. • Students will taught be taught how to access their email outside of school. 	<p>Pod Casts/ Movie Maker Students in Year 5 will have the opportunity to explore ways of recording auditory and visual material. To do this, they will be guided through the processes of:</p> <ul style="list-style-type: none"> • Script writing • Recording • Editing • Viewing
		<p>Microsoft Powerpoint is a programme that is used to create a presentation that is usually viewed on a data projector.</p> <ul style="list-style-type: none"> • Students revise skills learnt in Year 4
		<p>2Animate is a programme that enables the user to draw, capture or scan images, click on play and watch your animation!</p> <ul style="list-style-type: none"> • Teach processes, sequencing, cause & effect • Add, remove and copy frames • Use a webcam / digital camera / scanner • Save as animated GIF or AVI for simple web publishing! • Frame Extractor for exporting individual frames included • Support videos included!
		<p>Web Quests are a fun way to introduce students to the joys and dangers of the internet. Before every lesson, students should be reminded that the internet is a powerful tool and can be used for good and bad.</p> <ul style="list-style-type: none"> • Students revise skills learnt in Year 4

Stage Three
Year 6
Computer Studies Scope and Sequence
Semester 1 & 2

Outcomes	Computer Skills	Programs
<p><i>Handwriting and Computer Technology</i> WS3.12 Produces texts in a fluent and legible style and uses computer technology to present these effectively in a variety of ways.</p> <p><i>Using Technology</i> UTS3.9 Evaluates, selects and uses a range of equipment, computer-based technology, materials and other resources to meet the requirements and constraints of investigation and design tasks.</p>	<p>Students in Year 6 will add to the skills taught in previous years.</p> <p>Students should now be competent and confident computer users who will continue to develop skills of discernment when it comes to appropriate and inappropriate use.</p> <p>Internet Skills:</p> <ul style="list-style-type: none"> • Open 'Internet Explorer' and access appropriate search engines. • Where appropriate, teachers will set up Net Support. • Search for relevant information • Identify and discuss the differences between relevant and irrelevant information. • Discuss responsible use of the internet. <p>Email:</p> <ul style="list-style-type: none"> • Continue to discuss appropriate ways to use email and that access to this type of communication and that it should be viewed as a gift not a right. • Students will continue to be able to access their email outside of school. 	<p>Advanced powerpoint and digital media. Students will be taught the more complicated ins and outs of powerpoint and begin to use digital media such as scanners, and photos to improve the quality of their presentations.</p> <p>File management. Students will learnt how to manage and store multiple files and then how to access them.</p> <p>Advanced word processing. Similarly to the unit on Advanced powerpoint, students will learn more of how to use Microsoft word to create documents, adding resources from multiple places and practicing the skills needed for a correctly written and resourced assignment.</p> <p>Spreadsheet Management. Using Microsoft Excel, students will learn how to create tables, enter formulas and use graphs to enhance presentations. They will also be encouraged to consider other uses for excel such as book-keeping.</p>